Publication of Policies

Protocol and Standard Operating Procedures
MMISOP006 V1.0

Created on 11 January 2021
Published on 11 February 2021

Next Review 11 February 2022
INTRODUCTION

Malaysian Medics International (MMI) was founded in 2013. The organisation has since then initiated and managed a myriad of projects, facilitating our growth and expansion. With advocacy, comes policies.

A policy is a comprehensive study which serves as a primary guiding tool and goal for advocacy at MMI. As a rapidly expanding organisation, MMI aims to put words together on the policy base as the collective voice of Malaysian medical students. MMI’s advocacy priorities represent the endeavour and values of Malaysian medical students. Our policies are normally produced by the Policy Action Committee (PAC) under the Advocacy Department of MMI. This committee consists of MMI members who are either medical students or junior doctors and are passionate about advocacy. The PAC is facilitated by Directors of the Advocacy Department.

RATIONALE

The rationale of this protocol is to develop publication standards for policies. This protocol will guide policy teams to develop policies with a specific set of criteria to be fulfilled and to ensure that the standards of policies are met.

With proper implementation, this SOP will maintain the expected standards of policies published.
WHO MUST COMPLY WITH THIS SOP?

All members of MMI who are involved in policy development under MMI.

STANDARD OPERATING PROCEDURE

1. Any MMI member from the Executive Council/Branch Councils/Chapters is allowed to be involved in publishing themed policies with proper references.
2. Members should work in a team named Policy Action Committee (PAC) which usually consists of four (4) to five (5) members.
3. Members appointed to develop policy are required to read and understand this protocol.
4. Members are required to understand the requirements and criteria for policy publication prior to developing the policy.
5. PAC shall work closely with the Advocacy Team, Executive Co-chairs, and Publication Director throughout the development of the policy.

REQUIREMENTS FOR POLICY PUBLICATION

1. Microsoft Word is required to adjust layout, alignment, font, font size, and design presentation of policy.
2. Canva may be used to design the presentation of the policy.
PRESENTATION OF POLICY

1. Layout
   a. Header should be inserted at the top right corner of every page: (refer to Appendix 1)
      First page:
      | Measurement       |
      |-------------------|
      | Height            |
      | 2.80 cm           |
      | Width             |
      | 3.96 cm           |
      | Header from top and bottom |
      | 1.27 cm           |

      2nd page onwards:
      | Measurement       |
      |-------------------|
      | Height            |
      | 1.39 cm           |
      | Width             |
      | 1.97 cm           |
      | Header from top and bottom |
      | 1.27 cm           |

   b. Presentation
      i. Portrait
      ii. Layout columns: Two

2. Font
   a. The font for the first page of the policy must be strictly the same for all policies. (Refer to Appendix 2)
   b. The font for main context is given freedom to the current Publication Director to choose any from the list below.
   c. Chosen font must be the same throughout the term for all policies published.
   d. Publication Director is allowed to reuse fonts from policies from the previous terms.
   e. Title and main context should be in different fonts.

<table>
<thead>
<tr>
<th>Title</th>
<th>Main Context</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Antiqua</td>
<td>Cambria</td>
</tr>
<tr>
<td>Copperplate</td>
<td>Arial</td>
</tr>
<tr>
<td>Britannic</td>
<td>Times New Roman</td>
</tr>
<tr>
<td>Garamond (Bold)</td>
<td>Georgia</td>
</tr>
<tr>
<td>Lucida Sans</td>
<td>Garamond (Regular)</td>
</tr>
</tbody>
</table>

3. Font Size
   a. Topic and context should be in different font sizes.
   b. Chosen font sizes must be the same throughout the term for all policies published.
   c. Font size must be in the range as below for all font types.
4. **Numbering**
   a. Numbers less than 100 shall be spelled out in words.\(^1\)

   Example:
   The thirty-eighth battalion was sent to the war zone for the fourth time.

   b. Numbers more than 100 or 100 shall remain in Arabic numbers.\(^1\)

c. Exceptions are as below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>78 %</td>
</tr>
<tr>
<td>Laws of Malaysia/other countries</td>
<td>Section 3 of the Civil Law Act 1956</td>
</tr>
<tr>
<td>Ratio</td>
<td>2:1</td>
</tr>
<tr>
<td>Date</td>
<td>11 January 2021</td>
</tr>
<tr>
<td>Year</td>
<td>2021</td>
</tr>
</tbody>
</table>

5. **Paragraph**
   a. First paragraph should always be on the margin (same margin as title). (Refer to Appendix 3)
   b. Second paragraph onwards should be spaced. (Refer to Appendix 3)

6. **Reference Style**
   a. Vancouver Style (Refer to Appendix 4 for examples)
   b. Refer: “Quick Reference Guide Vancouver Citing & Referencing Style (Monash University)”\(^2\)

7. **Design**
   a. Freedom is given to the current Publication Director to decide whether or not to follow the design of previous terms or to create a new design which requires approval from the Executive Co-Chairs at term.
   b. Design of policies must follow these colour themes: blue, red, black.
   c. Design of policies must be consistent throughout the whole term.
   d. Every page of the policy must be designed. (Example: border, lines etc)
   e. Designs of policies shall be kept as simple as possible to maintain clarity of visuals.
LANGUAGE

Following rules must be followed strictly to maintain the consistency of policies published.

1. Policy stance should be neutral at all times; if not, most of the time.
2. Offensive language must be avoided in all policies.
3. Language used must not contain hidden meaning which might stir up controversial opinions.
4. Facts and data should be accurately cited.

CHECKLIST

1. Policy Governance (Appendix 5) must be attached on the last page of the policy.
2. In Appendix 6, there is a checklist that outlines the process an official policy has to go through before publishing.

PROOFREADING

1. Proof-readers include the Publication Director, Executive Co-Chairs, Project Leader, and Authors.
2. Proofreading team should attempt to proofread for at least 4 times in total, excluding Publication Director’s attempt of at least 4 times.
3. Proof-readers should look at:
   i. Accuracy of facts
   ii. Grammatical mistakes
   iii. Typographical errors
   iv. Sentence structure
   v. Punctuation
   vi. Spelling
   vii. Tenses
   viii. Capitalisation
   ix. Structure and theme
   x. Apostrophes
   xi. Audience appropriateness
   xii. Overall flow

REFERENCES

APPENDIX

Appendix 1

Header

Strictly on the right side only.
Appendix 2

Cover Page

Malaysian Medics International
Protocol & Standard Operating Procedures

Protocol & SOP Title
Publication of Policies

Date Created: 11/1/2021
Version: MMISOP006 V1.0

Date of Publication: 11/2/2021
Created by Wong Shuet Nee
Appendix 3

Paragraph

First Paragraph
Should always be on the margin

Second Paragraph (onwards)
Spaced

Glossary of Terms

Housemanship
Period of training in resident medical training for the purpose of being fully registered for medical practitioners.

MOH
Ministry of Health Malaysia

HRH
Council of Sijil Pelajaran Malaysia (SPM, English: Malaysian Certificate of Education)

OECD
Human Resources for Health

MQA
Organisation for Economic Co-operation and Development

MHA
Malaysian Qualifications Agency

HOs
House Officers

IEA
International Medical Education Board

MOs
Medical Officers

UKMMC
Universiti Kebangsaan Malaysia Medical Centre (English: National University of Malaysia)

WHO
World Health Organisation

Background

Rules of MMI
Malaysian Medics International (MMI) is a global medical student-led organization that aims to connect, educate, and organize medical student leaders across the globe. Since our inception in 2013, we have grown into a global network of more than 200 leaders from seven countries around the world.

Aims of this Policy
This policy aims to address the burgeoning issues regarding housemanship in Malaysia from the perspective of medical students, and our proposal for improvement to the current housemanship in Malaysia.

Purpose of Internship/Housemanship in Malaysia
The purpose of internship or housemanship in Malaysia is to equip medical graduates with appropriate attitude, knowledge, skills, and experience to work in Malaysia’s healthcare sector. House Officers (HOs) are expected to utilize learnt theories from their undergraduate years and integrate these theories into their patients’ care. At the same time, housemanship aims to develop essential technical, clinical, personal, and professional skills which are required for medical graduates to be responsible and caring medical practitioners.

Malaysian Medical Council (MMC), established under Medical Act 1971, regulates the registration of medical practitioners, qualification and practice of medicine, as well as public healthcare services in Malaysia. MMC, with the approval of the Health Minister, can make amendments to the Housemanship Training Programme as needed to accommodate the needs of the public healthcare sector and to ensure adequate training of the medical graduates.

Before 1996, housemanship in Malaysia lasted for one year, with compulsory six-months training such as Medical HOs, Surgical HOs, and Obstetrics and Gynaecology (O&G) HOs. In 2008, this period was extended to two years, with the addition of four months in Orthopaedics, Paediatrics, and Emergency and Trauma each. Three alternative disciplines were subsequently added to increase training opportunities, which were Anaesthesiology in 2010, as well as Primary Care in 2013 and Pathology in 2013.
Appendix 4

Vancouver Referencing

Please use **ONLY** the superscript in-text citation style.
(Kindly refrain from using other in-text citation styles, example: round brackets, square brackets)

**Superscript in-text citation examples:**

In 2013, the Modified Flexi System was introduced. In this system, HOs are required to work 65 – 75 hours weekly.\(^{5,6}\)

**References:**


## Appendix 5

### Checklist (1)

**Policy Governance**

<table>
<thead>
<tr>
<th>Term</th>
<th>Malaysian Medics International Term 2020/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created by</td>
<td></td>
</tr>
<tr>
<td>Independent Reviewer</td>
<td></td>
</tr>
<tr>
<td>Published on</td>
<td>4th January 2021</td>
</tr>
<tr>
<td>Version History</td>
<td>Version 1.0</td>
</tr>
</tbody>
</table>

Remarks: Bolded

Remarks: Bolded
Appendix 6

Checklist (2)

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Has the policy gotten a majority approval vote from the committee?</td>
<td>This should be the first step after authors develop the policy.</td>
</tr>
<tr>
<td>2.</td>
<td>Has the final version been approved by the Executive Co-Chairs and Project Leader?</td>
<td></td>
</tr>
</tbody>
</table>

If all the above items are checked, the policy is ready to be published.
This should fall under the Executive Co-Chair’s jurisdiction.

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1 This should fall under the Executive Co-Chair's jurisdiction.